



Lewisham Liberal Democrats Executive Team

Local Party Officer Roles and Descriptions

For more details please go to the online resource library for Local Parties
<https://www.libdems.org.uk/members/training/lpos>

1. Chair

The Chair's role is to provide guidance and leadership to the local party executive, setting and running the agenda for Executive Meetings.

The Chair ensures the local party is working to an agreed vision and development plan. The Chair is accountable for ensuring the local party meets legal and party requirements and is, along with the Treasurer, one of the two signatories on the local party accounts.

2. Treasurer

The Treasurer's role is to have strategic ownership of expenditure and income, preparing budgets and financial targets for discussion and advising on the implications of spending decisions, and maintaining records of income and expenditure.

Both the Chair and the Treasurer are mandatory appointments

3. Vice Chair

The Vice Chair deputises for the Chair when the latter is unavailable.

The Vice Chair can be a kind of 'Minister Without Portfolio', available to take on some tasks not obviously someone else's responsibility.

4. Secretary

The role of local party Secretary is to ensure that the party functions effectively and in accordance with the local, regional, national and federal party constitutions.

The Secretary ensures that the processes and rules laid out in the constitution are enacted, that the decisions made by the local party's executive committee are constitutional and accurate records are kept of decisions.

5. Data Officer

The Data Officer has overall responsibility for the use and maintenance of membership and voter data at a local party level. Data Officers typically have logins to at least one of three databases which the party uses. In context of campaigns and elections, they support the local party and candidates to use data effectively and intelligently to run targeted campaigns.

6. Events and Fundraising Officer

The Events and Fundraising Officer is an indispensable part of the Executive Team. They develop and organise events to motivate members and raise funds to ensure that the local party can fight local and national elections.

7. Diversity Officer

The Diversity Officer is someone with a passion for making the local party more relatable and reflective of all members of the local community. The role requires someone who can reach out to different groups within the community, and who is happy to go to events to meet new and different people.

8. Membership Officer

The Membership Officer is the lead on recruiting and sustaining membership. They are the main point of contact for most members and involving them with them with the Lib Dem community.

They encourage members to attend events and get them involved with campaigning, as well as keeping members up to date with their payments. The role requires someone with strong attention to detail and good administrative skills, and an interest in meeting and contacting people.

9. Youth and Student Officer

This role can make a huge difference by harnessing the energy of young members, coordinating with Local Lib Dems student societies and the Young Liberals, and finding ways to recruit and activate more young people.

10. Local Party Committee members

Other committee members attend meetings, engage in debates and vote on issues raised and raise local party concerns.